

Tips to Prepare for the Semester

Roles:

A HELPHS classroom instructor provides the following support:

Note: (In a modified HELPHS course the classroom instructor must have an education plan with continued progress on file with the VU Provost's Office)

- proctoring
- provide feedback for students to online instructor
- schedule checks for students to make sure they are on track
- alert online instructor of any issues with students
- grade class assignments using course rubrics to share with online instructor
- deliver supplemental instruction of the course content
- contact online instructor with content questions
- communicate weekly with online instructor
- give online instructor a weekly status report

Before Courses Begin:

- Make sure you have access to the Blackboard course (*Courses are available the week before the course start date.*) VU provides general access for all classroom instructors by location. This access gives student access so that you can see what your students are viewing. If you need this information, please contact the Distance Education Office at 800-880-7961.
- Make sure that the online instructor has made contact with you.

During the First Week:

- This is a good time to go over the course syllabus, schedule, and how to navigate the course with the students.
- This will make students aware of important items such as:
 - Course projects, critical thinking assignments, etc.
 - Class policies like grading and student behavior
 - Expected course participation like tests, discussions, presentations, etc.
 - Textbook and course materials required
 - Instructor contact information

Through the Duration of the Course:

- Please be sure to communicate often with the online instructor. Online instructors respond within 48 hours or give you feedback time in the syllabus.
- If you have concerns please contact the VU Assistant Dean.
- Online courses have deadlines and are not independent or self-paced.
- Hold students accountable to use time wisely, submit assignments, and engage in class activities.
- Reinforce teaching
 - Ex. 15 minutes of review/studying, 30 minute activity/discussion, 45 minutes of homework for class

*The Center for Teaching and Learning has a list of how-to videos to help you navigate in Blackboard. These tutorials can be used as an orientation on the first day.

<https://my.vinu.edu/web/center-for-teaching-and-learning/student-tutorials>